

INSTRUCTIONS FOR COMPLETING THE PS APPLICATION

Applications will not be processed if instructions are not followed.

1. ALL APPLICATIONS MUST BE TYPED!
2. Enclose a photograph of yourself taken within the last six months.
3. A signed and notarized copy of the Rules of Professional Conduct must be included with your application.
4. References must complete forms using a typewriter or scanner. If these are not available, ask them to print clearly with a black ball point pen.
5. Complete the experience sheets fully –Board Members are not familiar with your work, so your experience must be judged and evaluated on the information you provide. Be as detailed, concise, and complete as possible. Please account for all time after the age of 18 or high school graduation. Please break down Boundary versus other surveying & engineering work.
NOTE: Experience sheets for Reinstatements should account for all time since DATE OF ORIGINAL ARKANSAS APPLICATION.
6. FEES:
Make check payable to: Arkansas PE & PLS Fund.
Application*:
Original: \$75.00
Reciprocal/Comity (this includes the \$25 Law Exam Fee): \$200.00
Examination*:
Professional Surveying Exam (NCEES 6 hr): \$150.00
Arkansas two (2) hour Law Exam (retakes only): \$25.00
*The Application and examination fees must be submitted with your application. All payments shall be non-refundable, unless waived by Board action. After your application has been approved you will be contacted by ELSSES to whom you will pay a \$70.00 fee for administration of the examination.
7. If you have attended any secondary educational institutions or correspondence courses, include a transcript from each institute or correspondence course being submitted.
8. Reciprocal applicants are required to take a two (2) hour Arkansas Law Exam. When your application has been approved by the Board, you will be notified of the time and place.
9. Examinations are given in APRIL and OCTOBER:
Applications to be considered for the APRIL exam must be in the Board's Office complete by JANUARY 1st. This includes all five (5) references and verifications.
Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by JULY 1st. This includes all five (5) references and verifications.
10. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties. Please feel free to call the AR Board if you would like to check the status of your application. As soon as you are licensed, your name will appear on our roster at our website.
11. Please visit our home page at www.arkansas.gov/pels or call our office at (501) 682-2824 for our physical street address. If overnighting your application packet, don't forget to provide our telephone number to the delivery company.

IMPORTANT: Information received after the deadline will be filed and the application will be retained until the next testing date.

General Requirements for Registration & Certification

**May be viewed on
our website:** www.arkansas.gov/pels
**Under State Laws and Rules
Article 8**

Arkansas Surveyor Intern Applicants

Please disregard the Board Verification Form. We will verify your Fundamentals of Surveying Exam. The Board verification form is for non-Arkansas Surveyor Interns.

Reciprocal Applicants

If you have a National Council Record, please request that your record be transmitted to Arkansas. Then disregard these forms:

Verification of College

Verification of FS & PS Exams

Experience Sheets
(You may have no more than four (4) updates)

References

Arkansas requires five (5) references that are less than one year old. Please call NCEES, 864-654-6824, to make sure your references are within the current year. References included in your NCEES Council Record Form which are not current must use Arkansas' Reference Form.

Reinstatement Applicants

Call our office for information and fees
You may disregard the following forms:

Verification of College

Verification of FS & PS Exams

Experience Sheets must cover the period from original application to date.